

**Capital Infrastructure Facility Asset Planning Sub-Committee  
Monroe, Connecticut  
Tuesday  
August 23, 2011 7:00 P.M.  
Conference Room 204**

A Monroe Capital Infrastructure Facility Asset Planning Sub-Committee (CIFAP) meeting was held on Tuesday, August 23, 2011 at 7:00 p.m. in Conference Room 204.

**PRESENT:** Richard Zini, Chairman of Planning and Zoning Commission and Steering Chairman of CIFAP  
William Porter, Commissioner of Planning and Zoning  
Roger Agatston, Commissioner of Planning and Zoning

**Roll Call**

**Present:**

Frank S. Bent, Parks and Recreation  
Bill Davin, Fire Marshal  
Kathy Dilks-Anderson, Resident (Democratic Party)  
Enid Lipeles, Chairman of Town Council  
Brian McMahan, Chairman Monroe WPCA  
Chief John Salvatore, Monroe Police Department  
Scott Schatzlein, Land Use Director and Town Engineer

**Also Present:** Steve Kirsch, Resident  
Pat O'Hara, Resident

**Absent:**

Doug Arndt, Director of Public Works  
Lee Hossler, Chairman of Economic Development Commission  
John Goetz, Interim Superintendent of School  
Mark Reed, Chairman Board of Finance  
Ed Steadman, Resident (Republican Party)  
Carl Tomchik, Finance Director  
Darrell Trump, Chairman Board of Education  
First Selectman Stephen J. Vavrek, ex officio  
Ron Villani, Chairman of Police Commission

**MINUTES**

**Motion:** Commissioner William Porter made a motion to ratify the minutes of June 21, 2011. (A correction was made to the minutes – John Dunne, Vice-Chairman Monroe WPCA was not in attendance and was marked present.)

**Second:** Commissioner Roger Agatston

**Motion passed:** 3 to 0.

## UNFINISHED BUSINESS

### Project Matrix Creation

*Chairman Richard Zini* distributed and reviewed the initial draft of the August 23, 2011 Draft Capital Projects Matrix Report. He said the majority of new project submissions are on the matrix. There is a problem with the IT staff regarding getting the old files compressed. Chairman Zini said he will contact the IT Department next week.

The report contains a list of incomplete project submissions from the 2007 Capital Task Force Report as well as the 2009/2010 amendment from the secondary Capital Task Force Committee. Submissions for new projects have been received as late as July, even though the cut off was June. ***Chairman Zini said we still haven't heard from some departments in town and he will, once again, ask First Selectman Vavrek to send a written memorandum out to all areas of the town that have not responded i.e. Library, Housing Authority, etc., with a 30-day deadline. After that deadline, the Planning and Zoning Commission will produce a public memorandum that the CIFAP report submission is closed this year for new projects.***

He said he didn't focus on the spread out of the financial analysis at this point, i.e. 1 year, 3 year, and 5 year amortization. He said we need to focus on organizing the projects, getting further information, and then financial information, etc. We need to ask the point of origin for the projects that were submitted in the past for updates. Each line item project listed will have a report filed on the web much like the old draft of Capital Project Reports. The Departments have work to do in this area to get the synopses submitted for the next CIFAP meeting.

*Chief Salvatore* asked if the proposal for a redesign or re-mapping of parking areas at town hall were included in the matrix report and *Chairman Zini* said they are included in *Site Improvements – Town Hall* under Engineering.

*Chairman Zini* mentioned items listed under Engineering need to have dollar amounts listed as well as rationale. And other projects listed should have complete information on the report as well. **He suggested updates to be emailed to him for submission to this report.**

*Scott Schatzlein* questioned which three vehicles are listed for replacement for Town Hall, and *Chairman Zini* said they weren't delineated. Scott also asked if this is a 5-year Capital Program or a 10-year Capital Program. *Chairman Zini* said we would start with a 5-year Capital Program and stretch farther as it goes along after the next budget cycle.

Discussion began regarding what happens to projects submitted that don't get approved. Who should be tracking them for resubmission into the budget and if denied there, resubmission back to the Capital Project tracking.

*Chairman Zini* said the Planning & Zoning Commission is going to submit capital projects recommended by the CIFAP to Finance, Town Council and the First Selectman. If something gets pulled off the Matrix, the Planning Commission will then mark the Matrix on the bottom saying *moved to the town budget*. If it doesn't get approved in the town budget, it goes back on the list for Capital Projects. He said he feels if an item

doesn't make it through the budget, then it should go on the list for Capital Projects and tracking for this process should be the responsibility of the Department Head. *Chairman Zini* said it's not CIFAP's job to champion any one project. We prioritize based on facts, information and what this group feels is logical based on the cross section of people here. He said if it goes to Finance, Town Council and the First Selectman and goes through a different process, the department submitting the project needs to question their rationale following the work done by the CIFAP group.

Discussion ensued regarding a 5-year capital project and its financial tracking, and *Scott Schatzlein* suggested five columns be inserted next to the Project Window to carry out the cost of the project. There was a brief discussion regarding grants and it was decided that the column have entries of Yes, No or Maybe and details can be listed in Rationale as well as the Departmental report.

*Chairman Zini* said he believes the work of this task force will make it clearer to the voter as to what Capital Project is brought forth to the budget. *Kathy Dilks-Anderson* noted the line item for *Town-wide Comprehensive Sewer Study* and *Chairman Zini* reminded *Brian McMahon, WPCA* that more detail is needed for this report as well as the WPCA report.

Once the matrix report has been updated, it will be emailed to members of this task force in a PDF version. It was also requested that copies be available for each meeting. *Chairman Zini* said he is going to talk with IT and try to have this matrix report, once updated, to be available on the web for the public to view.

### **Collection of New Project Packets**

No new projects were submitted.

*Frank Bent* said he will forward a new project to complete the Wolfe Park pool by adding a Splash Park to *Chairman Zini*.

*Chief Salvatore* reminded *Chairman Zini* that the *Animal Control Unit Facility at 447 Purdy Hill Road* was previously submitted and didn't see it listed on the matrix report. Commissioner Porter provided a copy, which will be added to the report.

### **MEETING SCHEDULE**

The next meeting is scheduled for **Wednesday, September 21, 2011 at 6:30 p.m. in Conference Room 204.**

### **ADJOURNMENT**

There being no further discussion, *Chairman Zini* adjourned the meeting at 8:20 p.m.

Respectfully submitted,

Joanne Backert, CIFAP Clerk